

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 23, 2005

COUNTY FISCAL LETTER (CFL) NO. 04/05-47

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: FISCAL INFORMATION AND INSTRUCTIONS FOR SUBMISSION OF
SUPPORTING DOCUMENTATION FOR THE MONTHLY ASSISTANCE
CLAIMS

REFERENCES: CFL No. 03/04-38, dated January 9, 2004, CFL No. 03/04-39, dated
January 26, 2004, CFL No. 03/04-40, dated January 26, 2004

The purpose of this CFL is to notify counties of changes in instructions for submitting supporting documentation for the monthly assistance claims.

Previously, each month counties have been required to submit to the California Department of Social Services (CDSS) documentation to support the Automated Assistance Claims. This supporting information, which has been submitted in hard copy or electronic format, was to accompany a hard copy of each page of the assistance claim, along with the signed "Expenditure Certification for the County Welfare Department Assistance Claim Expenditures", CA 800 CERT. County Welfare Departments (CWDs) were also required to retain copies of these supporting documents for audit purposes.

As an ongoing process to improve and streamline our electronic claiming process, CDSS has revised the procedures for submitting supporting documentation for the Automated Assistance Claims. Beginning with the July 2005 claiming month, the following procedures will be implemented:

1. No detailed supporting documentation is required other than the detail information requested in the Automated Assistance Claims Excel workbook. Counties, however, must retain supporting documentation, such as Prior Month Positive Adjustment Reports, Payroll Summaries, Aid Code Transfer Reports and all backup information relevant to these documents within the CWD for audit purposes.
2. The five forms listed below provide the required detail supporting documentation for

the assistance claims, and shall continue to be submitted to the Department electronically as part of the Automated Assistance Claims Excel workbook:

- A. CA 800 FC1 FED, Foster Care Facility Report
- B. CA 800 FC1 SB163 FED, Foster Care Facility Report SB 163
- C. CA 800 FCIB, Foster Care Out-of-State Facility Report
- D. CA 800 FC (FED) PIA, Placement Information Addendum
- E. CA 800M1, California Work Opportunity and Responsibility to Kids (CalWORKs) Assistance, Recent Non-Citizens Mixed Cases – Case Count Information

- 3. For those counties who enter total dollar amounts only for Foster Care facilities (Foster Family Agencies, Group Homes, etc.) on the CA 800 FC1 FED, CA 800 FC1 SB 163 FED, or CA 800 FC1B, a detailed listing must accompany the Automated Assistance Claims in an electronic format (e.g. .pdf, .txt, etc.).
- 4. Effective July 1, 2005, only electronic detailed supporting documentation will be accepted by the CDSS.
- 5. Supporting documentation submitted to the CDSS shall not contain recipients' personal information, such as Social Security Numbers, names, personal addresses, etc. This information is considered confidential and is protected by the Welfare and Institutions Code Section 10850.
- 6. The due date for submission of the Automated Assistance Claims, electronic supporting documentation, and the signed Expenditure Certification (The Expenditure Certification may be faxed) shall continue to be the 20th calendar day following the end of the claiming month. These three documents are required prior to the CDSS processing the county's Automated Assistance Claims.

As a reminder, counties shall continue to submit the CA 800 FC FED ADJ Adjustment Worksheet for Aid Code 42 until further notice.

If you have any questions regarding these changes, please submit your concerns to assistance.claims@dss.ca.gov.

Sincerely,

***Original Document Signed by Douglas D. Park
on May 23, 2005***

DOUGLAS D. PARK, Chief
Fiscal Systems and Accounting Branch

C: CWDA